

Creating the SMGA Event Chair Check List

December 2020

The SMGA Event Chair Check List

- The purpose of the Event Chair Check List, or “EC Check List,” is to verify the parameters associated with an SMGA Event and to get both the Host Club and the SMGA on the same page.
- Much of the information for the EC Check List can be found on the SMGA Web site, but sometimes changes have been made to an Event (e.g., the Format, Shotgun vs. Tee Time start) so it’s always wise to verify particulars with the Tournament Chairman in advance and then with the Host Club Pro.
 - If there are changes to Event particulars from what is posted on the SMGA Web site, please inform Fred McNamee (smgahhita@yahoo.com) and Dick McCusker (dickster@hargray.com).

Go to the Web Site – smgahhi.com

Hover your cursor over **Forms** and **Click on Event Chair List (.pdf)**

The image shows a screenshot of the Senior Men's Golf Association (SMGA) website. At the top, a yellow banner contains the text "i. 13th.". Below this is a navigation menu with five green buttons: "Event Information", "Forms", "General Information", "Archives", and "Email Us". A red arrow points down to the "Forms" button. A dropdown menu is open under "Forms", showing three options: "New Membership", "Event Chair List (.pdf)", and "Event Chair List". A second red arrow points to the "Event Chair List (.pdf)" option. The background of the website features a scenic view of a golf course with a lighthouse and a clubhouse. In the foreground, there is a circular graphic that says "Event Sign Up & Payment" and a yellow starburst graphic that says "How do I Join SMGA? Click to Find Out". At the bottom, there are three yellow buttons: "Hourly Forecast", "on Joining SMGA.", and "10 Day Forecast".

And the EC Check List comes up!

You will fill in the areas in blue shaded areas.

You will type in some “fill ins.”

There are some “fill ins” that offer drop down choices – you will select Yes or No; or Credit, Debit or Check.

You can also complete the EC Check List on a paper copy and then fill it in electronically at home.

- But be sure to get the Pro’s signature on the paper copy.
- Then just put the signature in as /S/Pro’s Name on the electronic version.

SMGA EVENT CHAIR CHECK LIST					
Event #:	Date(s):	Handicap %:	0%	Players (Max):	
Host Club:		Course:			
Pro Responsible for Event:					
Event Format:					
Pre-Tournament - Send Score Card With Completed Form					
- Club will notify Security (If Pass required)			- SMGA will not pay for No-Shows		
- SMGA will provide pairings 3 days prior to event			- No unapproved outside solicitations permitted.		
Does Club have USGA - TM software?					Yes
Email address of person running USGA - TM software					
Will Club prepare scorecards using USGA - TM?					Yes
Or will club print scorecards from a file sent by SMGA?					No
Will Club provide Rule Sheet / Local Rules for event?					Yes
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?					2
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING					
Most recent aeration date:				Course Conditions:	
Tournament Day					
Will Club set up scoreboard?		Yes	Club provide starters/rangers?		Yes
Can Member owned carts be used?		Yes	Driving range & balls available?		Yes
Will Bag Attendants be available?		Yes	Can Bag Attendants accept tips?		Yes
Beverage/food cart available?		Yes	Will Club keep winner's list?		Yes
Lunch / beer available after event?		Yes	Special price - Lunch:		Beer:
Course					
Par 3's should be a maximum of 175 yards.			Please set "easier" pin positions.		
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.					
Tee Times	Starting at:	Tee interval:	OR:	Shotgun Start at:	
	What tees?				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.					
----- Regular Tee -----			----- Forward Tee -----		
Color/Name:	Yardage	Color/Name:	Yardage		
Rating:	Slope:	Rating:	Slope:		
Payment					
Cart Fees Can be Paid By?		Credit	If Check - Payable To:		
Prize Fees Can be Paid By?		Credit	If Check - Payable To:		
Bag Attendants Fees Can be Paid By?		Credit	If Check - Payable To:		
Member Pricing for Gift Merchandise?		Yes			
Gift Certificate Time Frame:		(Request 12 month from date of event.)			
Comments:					
SMGA Event Chairman: _____				Date: _____	
Host Club Professional: _____				Date: _____	
Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President					
tcantwell@live.com, pjlamdin@yahoo.com, smgahhita@yahoo.com, claudiapeters124@vahoo.com, rdoerr53@gmail.com, smga president@aol.com					

OR...

Save the EC Check List to YOUR laptop.
Or save the EC Check List file you were emailed.

Bring your laptop to your meeting with the Pro.

Fill out the EC Check List with the Pro in real time.

Save the EC Check List as a file such as “EC Check List-Event 3-Golden Bear”.

Send that file out to the relevant SMGA Officers and the Pro.

SMGA EVENT CHAIR CHECK LIST					
Event #:		Date(s):		Handicap %:	0%
Host Club:				Course:	
Pro Responsible for Event:					
Event Format:					
Pre-Tournament - Send Score Card With Completed Form					
- Club will notify Security (If Pass required)			- SMGA will not pay for No-Shows		
- SMGA will provide pairings 3 days prior to event			- No unapproved outside solicitations permitted.		
Does Club have USGA - TM software?					Yes
Email address of person running USGA - TM software					
Will Club prepare scorecards using USGA - TM?					Yes
Or will club print scorecards from a file sent by SMGA?					No
Will Club provide Rule Sheet / Local Rules for event?					Yes
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?					2
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING					
Most recent aeration date:			Course Conditions:		
Tournament Day					
Will Club set up scoreboard?		Yes	Club provide starters/rangers?		Yes
Can Member owned carts be used?		Yes	Driving range & balls available?		Yes
Will Bag Attendants be available?		Yes	Can Bag Attendants accept tips?		Yes
Beverage/food cart available?		Yes	Will Club keep winner's list?		Yes
Lunch / beer available after event?		Yes	Special price - Lunch:		Beer:
Course					
Par 3's should be a <i>maximum</i> of 175 yards.			Please set "easier" pin positions.		
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.					
Tee Times	Starting at:		Tee interval:		OR: Shotgun Start at:
	What tees?				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.					
----- Regular Tee -----			----- Forward Tee -----		
Color/Name:		Yardage		Color/Name:	
Rating:		Slope:		Rating:	
Payment					
Cart Fees Can be Paid By?		Credit	If Check - Payable To:		
Prize Fees Can be Paid By?		Credit	If Check - Payable To:		
Bag Attendants Fees Can be Paid By?		Credit	If Check - Payable To:		
Member Pricing for Gift Merchandise?		Yes			
Gift Certificate Time Frame:		(Request 12 month from date of event.)			
Comments:					
SMGA Event Chairman:			Date:		
Host Club Professional:			Date:		
Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President					Rev: 12-19
tcantwell@live.com, pjlambdin@yahoo.com, smgahhita@yahoo.com, claudiaopeters124@yahoo.com, rdoerr53@gmail.com, smga_president@aol.com					

You should complete the EC Check List *at least* 30 days before your Event.

Contact the Pro and arrange a meeting. Face to face is preferable, but if you have a good association with the Pro and he's worked with SMGA before you can have a phone conversation.

The EC Check List has four parts.

Event Set Up



Tournament Day Needs and Course Set-Up



How does SMGA pay?



Sign Off



SMGA EVENT CHAIR CHECK LIST					
Event #:	Date(s):	Handicap %:	0%	Players (Max):	
Host Club:	Course:				
Pro Responsible for Event:					
Event Format:					
Pre-Tournament - Send Score Card With Completed Form					
- Club will notify Security (If Pass required)		- SMGA will not pay for No-Shows			
- SMGA will provide pairings 3 days prior to event		- No unapproved outside solicitations permitted.			
Does Club have USGA - TM software?		Yes			
Email address of person running USGA - TM software					
Will Club prepare scorecards using USGA - TM?		Yes			
Or will club print scorecards from a file sent by SMGA?		No			
Will Club provide Rule Sheet / Local Rules for event?		Yes			
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?		2			
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING					
Most recent aeration date:		Course Conditions:			
Tournament Day					
Will Club set up scoreboard?		Yes		Club provide starters/rangers? Yes	
Can Member owned carts be used?		Yes		Driving range & balls available? Yes	
Will Bag Attendants be available?		Yes		Can Bag Attendants accept tips? Yes	
Beverage/food cart available?		Yes		Will Club keep winner's list? Yes	
Lunch / beer available after event?		Yes		Special price - Lunch: Beer:	
Course					
Par 3's should be a maximum of 175 yards.		Please set "easier" pin positions.			
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.					
Tee Times	Starting at:	Tee interval:	OR:	Shotgun Start at:	
	What tees?				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.					
----- Regular Tee -----		----- Forward Tee -----			
Color/Name:	Yardage	Color/Name:	Yardage		
Rating:	Slope:	Rating:	Slope:		
Payment					
Cart Fees Can be Paid By?		Credit	If Check - Payable To:		
Prize Fees Can be Paid By?		Credit	If Check - Payable To:		
Bag Attendants Fees Can be Paid By?		Credit	If Check - Payable To:		
Member Pricing for Gift Merchandise?		Yes			
Gift Certificate Time Frame:		(Request 12 month from date of event.)			
Comments:					
SMGA Event Chairman:		Date:			
Host Club Professional:		Date:			
Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President Rev: 07-2019					
tcantwell@live.com, pjambdin@yahoo.com, smgahita@yahoo.com, claudiapeters124@yahoo.com, rdoerr@hargray.com, smga_president@aol.com					

Part 1 – Setting up the Event

SMGA EVENT CHAIR CHECK LIST

Event #:	3	Date(s):	2/1/21	Handicap %:	85%	Players (Max):	96
Host Club:	Golden Bear Golf Club - Indigo Run			Course:	Golden Bear		
Pro Responsible for Event:	Todd Rickenbach todd.rickenbach@clubcorp.com cell (973)699-5260						
Event Format:	4-Man: Team Stableford						

Pre-Tournament - Send Score Card With Completed Form

- Club will notify Security (If Pass required)	- SMGA will not pay for No-Shows		
- SMGA will provide pairings 3 days prior to event	- No unapproved outside solicitations permitted.		
Does Club have USGA - TM software?		Yes -	
Email address of person running USGA - TM software	todd.rickenbach@clubcorp.com		
Will Club prepare scorecards using USGA - TM?		No -	
Or will club print scorecards from a file sent by SMGA?		Yes -	
Will Club provide Rule Sheet / Local Rules for event?		Yes -	
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?		2 -	
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING			
Most recent aeration date:	Fall 2020	Course Conditions:	Good

Part 1 – Event Particulars

Most of the Set-Up information can be found on the SMGA Web site.

Cursor over Event Information.

Cursor over Events Remaining.

Click on Complete Event Schedule.

The screenshot shows the top navigation bar of the SMGA website. A yellow banner at the top contains the text "s Heron Point from Thu., Jan. 7th f , Jan.13th." Below this is a row of green buttons: "Event Information", "Forms", "General Information", "Archives", and "Email Us". A red arrow points to the "Event Information" button. A dropdown menu is open under "Event Information", listing: "Events Remaining", "Pairings and Tee Times", "Recent Results", "Credits", "Announcements", and "Hole by Hole App Tutorial". A second red arrow points to the "Complete Event Schedule" link in the dropdown. The background of the page features a scenic view of a golf course with a lighthouse and a clubhouse. A circular button labeled "Event Sign Up & Payment" is overlaid on the image. At the bottom, there are buttons for "Hourly Forecast", "Tutorials, Rules and Videos", and "10 Day Forecast". A yellow banner at the very bottom contains the text "Have Friends click below left f".

Part 1 – Event Particulars

Here you will find a plethora of information you'll need for the EC Check List –

- Event Number, Date, Course, Event Format, Start Time, Handicap % for players, Maximum Number of Players, the Registration Dates, and who the Event Chairmen are and their phone numbers.

2021 Complete Event Schedule

33 Events including a **Frequent Players Invitational Event** are scheduled this year. All Events for the year are listed on this page. All Events are Flighted. Events that Receive more than 1 Credit toward the Invitational Event are Indicated under No.

No.	Date	Course	Designated Tournament	Event	Days	Section(s)	Start Time	HDCP %	No.	Entry Dates	Event Chairman	Telephone Number	Event Description	View Course
	11-Jan-21	OPEN Date												
1	18-Jan-21	Sea Pines Heron Point		2 BB OF 4	1	A & B	Shotgun Start 11:00 AM	85	100	7-13 Jan	Jack Hunter Joe Zamborsky	610-733-7691 770-301-5542	EVENT	
2	25-Jan-21	Sea Pines Atlantic Dunes		2 BB OF 4	1	A & B	Shotgun Start 11:00 AM	85	100	14-20 Jan	Brian Austin Bill Bogle	248-613-6438 843-368-5678	EVENT	
3	1-Feb-21	Golden Bear Golf Club	Designated Tournament	Team Stableford	1	A & B	Tee Times Start at 10:00 AM	85	96	21-27 Jan	Steve Tibey Phil Lipper	847-848-1889 843-838-3011	EVENT	
4	8-Feb-21	Sea Pines Harbourtown		2 BB OF 4	1	A & B	Shotgun Start 11:00 AM	85	100	28 Jan - 3 Feb	Tom Barreca Sal Scurto	516-242-9512 860-836-2386	EVENT	
5	15-Feb-21	Palmetto Dunes Jones Course		BB Partners	1	A & B	Shotgun Start 9:30 AM	85	100	4-10 Feb	Jack Hunter Steve Large	610-733-7691 518-698-6120	EVENT	
6	22-Feb-21	Palmetto Dunes Fazio Course	Designated Tournament	BB Partners	1	A & B	Shotgun Start 9:30 AM	85	100	11-17 Feb	Russ Padgett Phil Lipper	843-227-9041 843-838-3011	EVENT	
7	1-Mar-21	Country Club of Hilton Head		BB Partners	1	A & B	Shotgun Start 10:00 AM	85	100	18-24 Feb	Paul Lambdin Steve Tibey	443-695-3680 847-848-1889	EVENT	
8	8-Mar-21	Moss Creek Course: South Course		2 BB OF 4	1	A & B	Shotgun Start 9:30 AM	85	100	25 Feb - 3 Mar	Tom Barreca Bill Johnson	516-242-9512 904-923-0445	EVENT	
9	15-Mar-21	Oldfield 14.0 and below		BB Partners	1	A & B	Shotgun Start 9:00 AM	85	76	4-10 Mar	Charlie Michael Jeff Doward	843-757-8487 414-732-4432		
10	22-Mar-21	Oldfield 14.1 and above		BB Partners	1	A & B	Shotgun Start 9:00 AM	85	76	11-17 Mar	Richard Robertson Sal Scurto	302-367-6528 860-836-2386		
11	29-Mar-21	Savannah Golf Club		2 BB OF 4	1	A & B	Shotgun Start 10:00 AM	85	100	18-24 Mar	Russ Padgett Bill Johnson	843-227-9041 904-923-0445		
	5-Apr-21	Open Date												
12	12-Apr-21	Port Royal Robbers Row	Designated Tournament	Shamble BB of Partners	1	A & B	Shotgun Start 9:00 AM	85	100	1-7 Apr	Joe Zamborsky Bill Bogle	770-301-5542 843-368-5678		
13	19-Apr-21	Savannah Quarters		2 BB OF 4	1	A & B	Shotgun Start 9:00 AM	85	100	8-14 Apr	Russ Padgett Jeff Doward	843-227-9041 414-732-4432		
14	26-Apr-21	Dolphin Head Stroke Play Championship		Individual Stroke Play	1	A & B	Shotgun Start 9:00 AM	95	100	15-21 Apr	Joe Macchia Jack Hunter	914-391-5122 610-733-7691		
15	3-May-21	Hilton Head Lakes		Match Play	2 or 3	A & B	Tee Times Start at 9:00 AM	100	60	22-28 Apr	Steve Large	518-698-6120		
	5-May-21	Match Play Championship		Trophy Event							Brian Austin	248-613-6438		
	10-May-21													

Part 1 – Event Particulars

If you don't know who the Pro is at the Host Club, you can find that information in the Pro Contacts tab in the most recent Membership Roster file.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Club	Mailing Address	Name	Contact Info
Belfair	200 Belfair Oaks Blvd. Bluffton, SC 29910	James Swift	jswift@belfair1811.com
		Director of Golf	843-757-0715 843-757-0716 (fax)
Bear Creek	237 Whooping Crane Way Hilton Head, SC 29926	Tom Iredell	Tom.bcgc@gmail.com
		Head Golf Professional	843-597-4635 (fax)
Berkeley Hall	366 Good Hope Bluffton, SC 29909	Adam Kushner	akushner@berkeleyhallclub.com
		Director of Golf	843-815-8440 814-440-7491(Cell) 843-815-8129 (fax)
CC of Callawassie	20 Clubhouse Drive Okatie, SC 29909	Wes Grantham	wgrantham@callawassieislandclub.com
		Head Golf Professional	843-987-2137 843-987-4157 (fax)
CC of Hilton Head	70 Skull Creek Drive Hilton Head, SC 29926	Gary Otto	gary.otto@clubcorp.com
		Head Golf Professional	843-681-2582 843-689-9976 (fax)
Crescent Pointe	1 Crescent Point Bluffton, SC 29910	Brian Johnson	bjohnson@hallmarkgolf.com
		Head Golf Professional	843-706-2600 843-706-2610 (fax)
Dataw Island	100 Dataw Club Road St. Helena Isl., SC 29920	Chris Fearn	datawheadpro@islc.net
		Director of Golf	843-838-8250
Dolphin Head	56 High Bluff Road Hilton Head, SC 29926	Chandlir Pinkham	cpinkham@browngolf.net
		Head Golf Professional	843-681-5550 ext. 226 843-681-2868 (fax)
Eagle's Pont Drive	1 Eagle's Pont Drive Bluffton, SC 29909	Scott Denney	sdenney@hallmarkgolf.com
		Head Golf Professional	scottdenney@hallmarkgolf.com

The bottom navigation bar shows the following tabs: Statistics & Changes, Master Roster, BOG List, Club Reps, **Pro Contacts**, and Instructions.

Part 1 – Event Particulars

- What's the Event Number?
- When is the Event? Where is the Event?
- What is the Event format? What handicap will players be given?
 - A note on Handicap: enter it as a decimal (e.g., .85) not as a whole number (85)!
- How many players can we host?
- Who is the Pro we will work with and what is his/her contact information?



SMGA EVENT CHAIR CHECK LIST

Event #:	3	Date(s):	2/1/21	Handicap %:	85%	Players (Max):	96
Host Club:	Golden Bear Golf Club - Indigo Run			Course:	Golden Bear		
Pro Responsible for Event:	Todd Rickenbach todd.rickenbach@clubcorp.com cell (973)699-5260						
Event Format:	4-Man: Team Stableford						

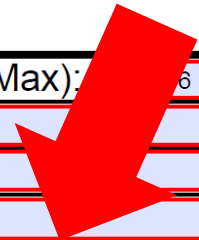
Pre-Tournament - Send Score Card with Completed Form

- Club will notify Security (If Pass required)	- SMGA will not pay for No-Shows		
- SMGA will provide pairings 3 days prior to event	- No unapproved outside solicitations permitted.		
Does Club have USGA - TM software?		Yes	
Email address of person running USGA - TM software	todd.rickenbach@clubcorp.com		
Will Club prepare scorecards using USGA - TM?		No	
Or will club print scorecards from a file sent by SMGA?		Yes	
Will Club provide Rule Sheet / Local Rules for event?		Yes	
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?		2	
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING			
Most recent aeration date:	Fall 2020	Course Conditions:	Good

Part 1 – SMGA Requirements

- Please note SMGA requirements regarding security passes, we do not pay for no-shows, when SMGA will provide pairings information and no outside solicitation (e.g., charity hit the green and win \$) is allowed.
- If possible, please obtain a current scorecard and send it to Fred. Sometimes the USGA doesn't have information on things like "Member Tees" if we might be using them (e.g., at Dolphin Head).

SMGA EVENT CHAIR CHECK LIST



Event #:	3	Date(s):	2/1/21	Handicap %:	85%	Players (Max):	6
Host Club:	Golden Bear Golf Club - Indigo Run			Course:	Golden Bear		
Pro Responsible for Event:	Todd Rickenbach todd.rickenbach@clubcorp.com cell (973)699-5260						
Event Format:	4-Man: Team Stableford						
Pre-Tournament - Send Score Card With Completed Form							
- Club will notify Security (If Pass required)				- SMGA will not pay for No-Shows			
- SMGA will provide pairings 3 days prior to event				- No unapproved outside solicitations permitted.			
Does Club have USGA - TM software?							Yes
Email address of person running USGA - TM software				todd.rickenbach@clubcorp.com			
Will Club prepare scorecards using USGA - TM?							No
Or will club print scorecards from a file sent by SMGA?							Yes
Will Club provide Rule Sheet / Local Rules for event?							Yes
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?							2
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING							
Most recent aeration date:			Fall 2020	Course Conditions:		Good	

Part 1 – How Will the Pro Help SMGA?

- Ask the Pro: does the Club use TM? To whom do we email authorizations or files?
 - Please get their first and last names, their email address, and a phone number.
- How will scorecards be printed? Through *their* use of TM (preferred!) or does SMGA send them a file? (This is a problem for a day-of-event substitution.)
- Will the Club provide a Local Rules sheet?
- Will the Club provide Rounds of Golf for 2 for Closest to the Pins on two par 3s?
 - SMGA contributes \$25 for CTPs on the other two par 3s from the prize fund.
- Will the Club give us a foursome to raffle at the Annual Meeting?
- When were the greens last aerated? What is the Course condition?

SMGA EVENT CHAIR CHECK LIST

Event #:	3	Date(s):	2/1/21	Handicap %:	85%	Players (Max):	96
Host Club:	Golden Bear - Indigo Run			Course:	Golden Bear		
Pro Responsible for:	Todd Rickenbach todd.rickenbach@clubcorp.com cell (973)699-5260						
Event Format:	Team Stableford						
Payment - Send Score Card With Completed Form							
- Club will notify (if Pass required)				- SMGA will not pay for No-Shows			
- SMGA will provide pairing 3 days prior to event				- No unapproved outside solicitations permitted.			
Does Club have USGA - TM software?							Yes
Email address of person running USGA - TM software				todd.rickenbach@clubcorp.com			
Will Club prepare scorecards using USGA - TM?							No
Or will club print scorecards from a file sent by SMGA?							Yes
Will Club provide Rule Sheet / Local Rules for event?							Yes
Will Club to provide Golf Certificates for 2 Players With Carts as CTPs prizes?							2
PLEASE ASK PRO IF CLUB WILL DONATE A FOURSOME OF GOLF FOR SMGA ANNUAL MEETING							
Most recent aeration date:			Fall 2020	Course Conditions:		Good	

Part 2 – Tournament Day Needs and Course Set-Up

Tournament Day					
Will Club set up scoreboard?	Yes		Club provide starters/rangers?	No	
Can Member owned carts be used?	Yes		Driving range & balls available?	Yes	
Will Bag Attendants be available?	Yes		Can Bag Attendants accept tips?	Yes	
Beverage/food cart available?	Yes		Will Club keep winner's list?	Yes	
Lunch / beer available after event?	Yes		Special price - Lunch:		Beer:

Course							
Par 3's should be a maximum of 175 yards.			Please set "easier" pin positions.				
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.							
Tee Times	Starting at:	10:00 am	Tee interval:	8 Minutes	OR:	Shotgun Start at:	
	What tees?		#1 and #10				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.							
----- Regular Tee -----			----- Forward Tee -----				
Color/Name:	Gold	Yardage	6184	Color/Name:	White	Yardage	5437
Rating:	70.6	Slope:	132	Rating:	66.5	Slope:	116

Part 2 – Tournament Day Needs

Use the drop downs to indicate how the Club will be helping us on the day of the Event.

- Will the Club set up a scoreboard? Provide starters or rangers?
- Can club members use their own carts and avoid paying the Cart Fee? (If club members do not own carts, are they on a “cart plan” where they will not have to pay the Cart Fee?)
- Is there a driving range and will practice balls be provided?
- Will Bag Attendants be available, and can they accept tips?
- Will the Pro Shop keep a list of the Winners?
- Will there be a roving beverage/food cart? Are food/beverages available after play?
 - Any special prices for food or beverages? (e.g., \$2 beers?)

Tournament Day			
Will Club set up scoreboard?	Yes	Club provide starters/rangers?	No
Can Member owned carts be used?	Yes	Driving range & balls available?	Yes
Will Bag Attendants be available?	Yes	Can Bag Attendants accept tips?	Yes
Beverage/food cart available?	Yes	Will Club keep winner's list?	Yes
Lunch / beer available after event?	Yes	Special price - Lunch:	Beer:

Course							
Par 3's should be a maximum of 175 yards.			Please set "easier" pin positions.				
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.							
Tee Times	Starting at:	10:00 am	Tee interval:	8 Minutes	OR:	Shotgun Start at:	
	What tees?		#1 and #10				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.							
----- Regular Tee -----			----- Forward Tee -----				
Color/Name:	Gold	Yardage	6184	Color/Name:	White	Yardage	5437
Rating:	70.6	Slope:	132	Rating:	66.5	Slope:	116

Part 2 – A Special Note on Cart Fees

SMGA does not charge the Cart Fee for Participating Members of Host Clubs. MOST of these members have and use their own personal carts OR are on a cart plan, giving them a “free ride.”

- MOST. But not all. Discuss with the Pro what the cart policy is for members at their club and members of affiliated clubs (e.g., other Heritage, Brown or Crown clubs).
- Offer to provide a list of Participating Members/Affiliated Members in order for the Club to appropriately charge those Members.
 - For Clubs with numerous cart plans (e.g., Sun City), you will need to advise the Participating Members to go into the Pro Shop to settle their cart fees before playing.

<u>Tournament Day</u>					
Will Club set up scoreboard?	Yes	-	Club provide starters/rangers?	No	-
Can Member owned carts be used?	Yes	-	Driving range & balls available?	Yes	-
Will Bag Attendants be available?	Yes	-	Can Bag Attendants accept tips?	Yes	-
Beverage/food cart available?	Yes	-	Will Club keep winner's list?	Yes	-
Lunch / beer available after event?	Yes	-	Special price - Lunch:		Beer:

Part 2 – Course Set-Up

- If your Event is a **Tee Time** start, indicate when the tee times start, the interval between tee times, and if play is off just the 1st hole or the 1st and 10th holes.
- If you're having a **Shotgun Start**, what time is the start?
- What tees will be the Regular Tees and what tees will be the Forward Tees?
 - What are the appropriate tee colors or names? What are their yardages?
 - What are the Course Ratings and Slope Indexes for each set of tees?

Tournament Day			
Will Club set up scoreboard?	Yes	Club provide starters/rangers?	No
Can Member carts be used?	Yes	Driving range & balls available?	Yes
Will Bag Attendants be available?	Yes	Can Bag Attendants accept tips?	Yes
Beverage/food cart available?	Yes	Will Club keep winner's list?	Yes
Lunch / beer available after event?	Yes	Special price - Lunch:	Beer:



Course							
Par 3's should be a maximum of 175 yards.			Please set "easier" pin positions.				
Proximity Markers and/or measuring devices needed for CTP on par 3 holes.							
<u>Tee Times</u>	Starting at:	10:00 am	Tee interval:	8 Minutes	OR:	Shotgun Start at:	
	What tees?		#1 and #10				
SMGA prefers: Regular Tees - Maximum of 6,200 yards Forward Tees - Maximum of 5,800 yards.							
----- Regular Tee -----			----- Forward Tee -----				
Color/Name:	Gold	Yardage	6184	Color/Name:	White	Yardage	5437
Rating:	70.6	Slope:	132	Rating:	66.5	Slope:	116

Part 3 – How Does SMGA Pay?

Use the drop downs to select Credit, Debit or Check for payment of Cart Fees, Prize Fees and Bag Attendants Fees.

- Bag Attendants are **typically** paid by a check to the Pro who cashes it and pays the attendants with cash. Ask who to make the check out to.
- We do have a limit on our SMGA credit card (\$10,000), so if Cart Fees + Prize Fees exceed that, we charge the Cart Fees and use a Debit Card for the Prize Fees.

Be sure to ask if SMGA will receive “Member Pricing” for the winnings they will be redeeming (often a substantial discount, particularly at private clubs).

And ask for one year on gift certificates, or at least until the end of the calendar year.

<u>Payment</u>			
Cart Fees Can be Paid By?	Credit	If Check - Payable To:	
Prize Fees Can be Paid By?	Credit	If Check - Payable To:	
Bag Attendants Fees Can be Paid By?	Check	If Check - Payable To:	Lance Buntin (by Steve Tibey)
Member Pricing for Gift Merchandise?	No		
Gift Certificate Time Frame:	12 Months	(Request 12 month from date of event.)	
Comments:	Cart fees waived for Golden Bear members and Golf Club members.		

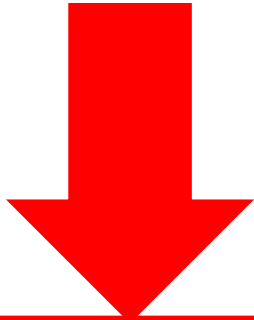
Part 3 – Anything Special to Know About?

Indicate it in the Comments section.

Payment			
Cart	Can be Paid By?	Credit -	If Check - Payable To:
Pris	Can be Paid By?	Credit -	If Check - Payable To:
Bag Att	Fees Can be Paid By?	Check -	If Check - Payable To: Lance Buntin (by Steve Tibey)
Member Pricing for Gift Merchandise?		No -	
Gift Certificate Time Frame:	12 Months		(Request 12 month from date of event.)
Comments:	Cart fees waived for Golden Bear members and Golf Club members.		

Part 4 – Sign-Offs: The EC and the Pro Sign

If you fill out a paper EC Check List form with the Pro and then you create an electronic form, please be sure to have the Pro sign the paper copy and you retain it.



SMGA Event Chairman:

Steve Tibey

Date:

12/18/20

Host Club Professional:

Lance Buntin

Date:

12/18/20

Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President | Rev: 07-2019


tcantwell@live.com, pjlambda@yahoo.com, smgahhita@yahoo.com, claudiapeters124@yahoo.com,
rdoerr@hargray.com, smga_president@aol.com

Finally – Email to the appropriate SMGA Officers and Support Staff

Save the EC Check List file under a new name (e.g., “Event N EC Check List”).

Email it to the Tournament Chairman (Tom Cantwell), the Technology Chairman (Paul Lambdin), the Technical Associates (Fred McNamee and Claudia Peters), the Treasurer (Bob Doerr) and the President (Bret Jacobowitz) using the emails shown at the bottom of the EC Check List.

Don't forget to also email the Check List to your fellow EC!



SMGA Event Chairman:	<input type="text"/>	Date:	<input type="text"/>
Host Club Professional:	<input type="text"/>	Date:	<input type="text"/>
Email to: Tournament Chair, Technology Chair, Technical Associates, Treasurer, President			Rev: 12-19
tcantwell@live.com, pjlambda@yahoo.com, smgahhita@yahoo.com, claudiapeters124@yahoo.com, rdoerr53@gmail.com, smga_president@aol.com			